

## Items to be Approved

9/3/2023

(These items MUST be recorded in the minutes of the appropriate meeting - include name of maker of motion, wording and result)

	Executive Board	Association	President	Committee	Timeline
<b>PROGRAMS/ACTIVITIES/FUNDRAISERS</b>					
<b>Programs/ Activities/ Fundraisers</b>	Approve & Recommend Program to Association. Approve Committee Event Plan	Approve Programs/Activities/ Fundraisers	Participate in committees ex-officio. Assists/guides	Recommend plan of action including budget to Board. Carry out work AFTER approved. Report to Board.	Spring and/or First Meeting of year; As needed
<b>Committees &amp; Chairs</b>	Ratify Chairs/Committees. Appoint Financial Review Committee & Bank Reconciliation Reviewer	Ratify appointments of Financial Review committee & Bank Rec Reviewer	Appoint Chairs/ Committees Participates in committees ex-officio (except nominating committee)		Spring or First Meeting; As needed
<b>Contracts</b>	Approve & Recommend approval of contract to Assoc.	Approve contracts for programs	Sign contract w/another officer, include titles to avoid liability	Review & recommend vendor, secure contract & present to board	Prior to signing, As needed
<b>FINANCIAL</b>					
<b>Budget</b>	Approve & recommend to Association	Approve Budget	Appoint committee, Serves ex-officio	Chaired by Treasurer, Prepares budget	Spring meeting AND First meeting of year
	Approve/recommend revisions	Approve revisions to budget	Ensure current budget approved	Review/recommend changes	As needed
<b>Release funds</b>	Recommend release of funds	Releases funds for programs	Ensure funds are released		Prior to expenditures
<b>Expenditures</b>	Authorize payments. Approve bills to be paid. Ratify checks.	Authorize payments and/or Ratify checks.	Sign checks w/treasurer & payment authorizations w/secretary	Submit payment authorization requests as needed.	Each Meeting
<b>Financial Review (formerly audit)</b>	Approve Financial Review	Adopt Financial Reviews (July-Dec and Jan-June)		Financial Review Committee reviews and signs. Financial Reviewer presents to Board & Association.	Mid-Year, Beg of year
<b>Financial Reports</b>	Review & Receive	Review & Receive	No Motion Needed "Any Questions? The report will be filed for Financial Review"	Treasurer & Financial Secretary prepare & present reports for each meeting	Each Meeting
<b>ADMINISTRATIVE</b>					
<b>Minutes</b>	Review, Correct & Approve minutes of Board	Review, Correct & Approve minutes of Association	General Consent - No Motion Needed "Any Corrections? The minutes are approved as presented/corrected."	President can appoint committee to review minutes	Each Meeting
<b>Bylaws</b>	Approve any changes to bylaws prior to sending to council	Adopt Bylaws after approved by CAPTA	Appoint bylaws committee; serve ex-officio; Give 30 day notice of meeting & post changes; sign adopted bylaws w/secretary	Bylaws committee chaired by Parliamentarian recommends changes to Board; submit through channels; return signed copy to Council Parliamentarian	Review every year. Update at least every 5 years, or as needed
<b>REPRESENTATION</b>					
<b>Nominating Committee</b>	Parliamentarian to convene nominating committee	Elect Nominating Committee	DOES NOT serve ex-officio	Prepares a slate of officers; Post slate 28 days prior to election	At least 60 days prior to election meeting
<b>Elected Officers</b>	Elect officers to fill any vacancies after election	Elect Officers at Annual Election meeting	Give 30 day notice of mtg. Ensure slate is posted 28 days prior		Check bylaws for election month
<b>Council Delegs.</b>		Appoint/elect Council delegates	Give names to Council Parliam.		September
<b>Conv. Delegs.</b>	Consider candidates	Elect addl. Convention delegates	President-elect is delegate		Prior to May